



## **Chowan County**

### **INSPECTIONS AND PLANNING DEPARTMENT**

**P.O. Box 1030, Edenton, NC 27932**

**305 West Freemason Street, Edenton, NC 27932**

**PHONE 252-482-5618 FAX 252-482-5697**

## **REQUEST FOR PROPOSALS**

The Chowan County Board of Commissioners and Town of Edenton Town Council have authorized the commencement of the process to update the 2008 Edenton-Chowan Core Land Use Plan. The Town of Edenton is a historic town – home of North Carolina’s first colonial capital – and sits on Edenton Bay, on the northern shore of the Albemarle Sound. Chowan County, the smallest county in the State of North Carolina by area with 182 square miles, is bordered to the west by the Chowan River, the Albemarle Sound to the south. The county’s 2010 Census population is 14,800, with 5,000 residents in the Town of Edenton.

County staff are seeking proposals from qualified and experienced land-planning firms interested in contracting with Chowan County for the purpose of updating the Edenton-Chowan Land Use Plan from start-to-finish -- including all public informational meetings, land use plan committee meetings, review and certification by the NC Coastal Resources Commission, and the resulting public meetings held by the Chowan County Board of Commissioners and Edenton Town Council to adopt the new Core Land Use Plan.

Interested firms shall submit complete proposals to Chowan County by no later than Five o’clock PM, **FRIDAY, JULY 22, 2016** at the address below, which in detail describe the following:

1. History and land-planning regulatory experience of the firm, and each of the principals, agents, and employees who will participate in the work. Include a resume on each individual.
2. A list of former county and/or municipal land-use planning clients in North Carolina, including sufficient contact information.
3. A plan for development of a survey and updated classification of each existing land-use in the Town & County, and a plan to anticipate growth and future land-uses.
4. A plan to include additional land use planning policies adopted by the Town of Edenton regarding land use decision-making and residential densities in the updated Core Land Use Plan.
5. A plan for preparation of preliminary and final existing and future land classification map(s) for Edenton and Chowan County. All maps shall be compatible with Chowan County’s GIS system for mapping. The county’s Land Records Department may be interviewed at (252) 482-7157 for specifications.

6. A plan for public interaction, including informal and formal meetings, and public hearings.
7. A plan for periodic briefings to County & Town staff, Planning Boards, Town Council and Board of Commissioners.
8. A proposed detailed time-frame for completion of work, including availability for start-up upon notice to proceed.
11. A proposed total cost of work, showing any unit costs and proposed expense amounts. Include cost of printing fifty (50) copies of the resulting enacted Core Land Use Plan with all attachments, appendices. Include cost of preparing twelve (12) copies of the final enacted land-use zoning map(s). Include cost of providing electronic versions of same. All work products shall be the property of Chowan County. Performance bonding will not be required, however periodic payments shall only occur upon satisfactory proof that work has been done, and that work product completed as of date of payment has been delivered.
12. A proposed plan for office, transportation, and communications needs.

Copies of the 2008 Edenton-Chowan Core Land Use Plan may be found at:

<http://www.chowancounty-nc.gov/vertical/sites/%7B10E82D50-AAE0-43D7-A98A-42E82683885E%7D/uploads/%7BAC8A275A-07D6-4949-8D2D-E0963FA2B304%7D.PDF>

Sealed bids will be received in the County Planning Office no later than 5:00pm on Friday, July 22, 2016 and will be opened, read and recorded. This project will be informally bid and awarded in accordance with NCGS 143-128 and NCGS 143-129. The Chowan County Board of Commissioners will consider the bids at their next regular meeting.

Chowan County reserves the right to reject any and all bids, waive informalities and irregularities in bidding and to accept bids which are considered to be in the best interest of the Owner.

Submit detailed proposals by hard copy to:

County Planner, Edenton-Chowan Planning and Inspections Department

300 W. Freemason Street

PO Box 1030

Edenton, NC 27932